

**TRINIDAD CITY HALL**

P.O. Box 390  
409 Trinity Street  
Trinidad, CA 95570  
(707) 677-3759 Fax  
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**Chi-Wei Lin, Mayor**  
**Gabriel Adams, City Clerk**



To: **Trinidad City Council**

Date: Tuesday, June 20, 2006

From: Gabriel Adams, Noel Ponniah, & Bryan Buckman

Re: **Salary Increase Proposal**

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In 2005 the Council granted its full-time staff a \$2.00 pay increase. We are returning this year with a 3-year proposal that will bring our salaries closer to what we feel is a fair and equitable. Our goal is to eventually reach base salary that the City's income can sustain indefinitely. However, until our base salary is updated, realistic, and competitive these discussions will continue to surface. We hope that a 3-year proposal will offer piece-of-mind to both Staff and Council, and allow a sufficient amount of time to amend the outdated salary schedule.

The Staff has agreed to submit the following options to the Council for consideration:

	<b>2006-2007</b>	<b>2007-2008</b>	<b>2008-2009</b>
<b>Option A</b>	\$2.00	CPI + *vacation increase	CPI Increase
<b>Option B</b>	\$1.00 + CPI	\$1.00 + *vacation increase	CPI Increase

**Option A** will cost the City approximately **\$15,500** in FY 2006-2007.

**Option B** will cost the City approximately **\$12,940** in FY 2006-2007.

**\* Vacation increase**

Staff currently accrues **3.7** hours of vacation time each pay period. The proposal is to increase vacation accrual to **4.62** hours/pay period (an additional 3 days/year).

Thank you for your time and consideration.

**Gabriel Adams**  
Trinidad City Clerk  
Integrated Waste Manager

**Noel Ponniah**  
Public Works Supervisor  
Chief Water Treatment Operator

**Bryan Buckman**  
Public Works Maintenance  
Water Utility Specialist

## **Regional Pay Rate Analysis June 2006 – Ranked in order (Highest to Lowest)**

### ***Public Works Director- comparison***

<b>City/Organization</b>	<b>Monthly Salary</b>	<b>Hourly Rate</b>
Eureka – Public Works Director	\$6,263 – 7,615	36.13 – 43.93
Arcata – Public Works Director	\$5,545 – 6,740	32.22 – 38.95
MCSD – Operations Director	\$4,626 – 5,904	26.59 – 34.06
HBMWD – Superintendent	\$4,141 – 5,034	23.89 – 29.09
Blue Lake – Public Works Director	\$2,508 – 3,276	14.50 – 18.94
<b>Trinidad</b>	<b>\$3,062</b>	<b>17.70</b>
<b>Average – Public Works Director</b>	<b>\$4,616 – 5,713</b>	<b>26.66 – 28.22</b>

### ***Water Treatment Operator – comparison***

<b>City/Organization</b>	<b>Monthly Salary</b>	<b>Hourly Rate</b>
MCSD – Operations Director	\$4,626 – 5,904	26.59 – 34.06
HBMWD – Water Operations Specialist	\$4,141 – 5,034	23.89 – 29.09
Eureka – Treatment Plant Operator	\$2,864 – 3,483	16.52 – 20.09
Arcata – Operator II	\$2,595 – 3,154	15.00 – 18.23
Blue Lake – Water Plant Supervisor	\$2,591 – 3,361	14.89 – 19.43
<b>Trinidad</b>	<b>\$3,062</b>	<b>17.70</b>
<b>Average – Water Treatment Operator</b>	<b>3,363 – 4,187</b>	<b>19.38 – 24.18</b>

### ***Public Works Maintenance / Utility Technician***

<b>City/Organization</b>	<b>Monthly Salary</b>	<b>Hourly Rate</b>
Arcata		
MCSD – Leadperson/Utility Person	\$3,659 – 4,671	21.11 – 26.95
HBMWD – Maintenance (Technician/Operator)	\$3,091 – 3757	17.86 – 21.72
Eureka – Senior Maintenance Worker	\$2,473 – 3,008	14.26 – 17.35
Blue Lake – Utility Operator/Maintenance Worker	\$1,795 – 2,342	10.38 – 13.54
<b>Trinidad</b>	<b>\$2091</b>	<b>12.09</b>
<b>Average – PW Maintenance/ Utility Tech</b>	<b>\$2,755 – 3,445</b>	<b>15.90 – 19.89</b>

### ***City Clerk / Office Manager***

<b>City/Organization</b>	<b>Monthly Salary</b>	<b>Hourly Rate</b>
Eureka – City Clerk	\$5,341 – 6,574	29.63 – 38.00
Arcata		
MCSD – Business Manager	\$4,626 – 5,904	26.59 – 34.06
HBMWD – Office Manager	\$3,091 – 4,261	17.86 – 24.63
Blue Lake – Business Office Supervisor	\$2,190 – 2,857	12.66 – 16.52
<b>Trinidad</b>	<b>\$2,857</b>	<b>16.48</b>
<b>Average – City Clerk / Office Manager</b>	<b>\$3,812 – 4,899</b>	<b>21.68 – 28.30</b>

*Data in this comparison came directly from each jurisdiction. Some salary data may have been converted from monthly to hourly. This chart has not been reviewed or endorsed by the listed agencies.*

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**Chi-Wei Lin, Mayor**  
**Gabriel Adams, City Clerk**



To: **Trinidad City Council**

Date: **May 21, 2005**

From: **Gabriel Adams, City Clerk**

Re: **Increase in pay for City Staff for 2005-2006 budget consideration**

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As the City's unofficial Human Resource representative, I've reviewed the current pay rates for Noel Ponniah, Bryan Buckman, and myself in preparation of the 2005-2006 budget. After reviewing each employee's job description, history, experience, and performance as both ambassadors of the City and servants to the residents of Trinidad, it's clear that their current pay rate does not accurately reflect their dedication to the community - relative to their level of responsibility and to the average pay for similar positions in the region.

This Council has worked hard over the years to stabilize Trinidad's budget. It hired a City Clerk that is currently performing the duties of what 3 employees used to do. It implemented a sales tax increase and sold surplus property that will bring much needed revenue to the City. It added an administrative fee to planning applications and grant projects that will compensate staff time spent consulting and administering future projects. It also reluctantly decreased employee benefits in the past to assist in achieving a balanced budget.

We are grateful to receive these benefits but they should not be confused with the salary we receive. We rely heavily on our salaries to keep up with the increasing cost of living in this area. The proposed pay increase will enable us to cope with this trend and maintain the modest lifestyles we live. As evident in the attached Pay Rate Analysis, our skills are competitive in this region. Each of us has a vested interest in this community and a desire to serve the City of Trinidad. We request that the City Council perform due diligence in ensuring it reflects the same commitment to its employees.

All things considered, it's important that a Council take a good look at the role its employees play in both the City's past and the stability they will provide the City in the future. Please review the following information on each of your employees. It's important to not only judge them on their merit, but also the cost to the City if they had to be replaced.

Thanks for your consideration.

**Gabriel Adams**  
Trinidad City Clerk  
Integrated Waste Manager

**Noel Ponniah**  
Public Works Supervisor  
Chief Water Treatment Operator

**Bryan Buckman**  
Public Works - Maintenance  
Water Utility Specialist